



MARYLAND STATE
RETIREMENT
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R. Dean Kenderline
Executive Director
Secretary To The Board

**Questions and Answers
Request for Proposals (RFP)
National Death Match
Solicitation SRA 10-04
November 17, 2009**

Ladies and Gentlemen:

This Amendment is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following revisions/deletions/additions are listed below; new language has been double underlined and marked in bold (ex. **new language**) and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

1. Revise, RFP Section ~~3.4.1.3~~ to **3.4.1.5**

Post the aforementioned data files to a secure website provided and maintained by the Contractor or by sending the aforementioned data files by encrypted email attachment(s).

2. Revise, RFP Section ~~3.4.1.4~~ to **3.4.1.6**

Within ten (10) business days from the receipt of the Contractor's file, the Agency will review the Contractor's file to select individuals from the group identified as deceased by the Contractor for whom the Agency requires the Contractor to obtain copies of Death Certificates. The request for Death Certificates will be made by the Agency Contract Manager via an encrypted email attachment(s).

3. Responses to Questions received are attached.

Remember proposals are due on Monday November 23, 2009 no later than 2:00 p.m.

Date issued: November 17, 2009

By

Margie J. Foster, CPPB
Procurement Officer

Attachment (electronic)

Vendor Question No. 1 Sections 1.20 and 4.4.6 indicate that proposals containing exceptions to the RFP, including contract terms, will be rejected. We respectfully request that the Agency change these RFP sections to permit exceptions in proposals and to permit the Agency to negotiate terms and conditions with vendors after the proposal due date.

Offeror agrees that the terms contained draft contract which is attached to the RFP as Attachment A, all of the other attachments to the RFP, coupled with Offeror's service license, and subject to the below minor modifications, contains a generally agreeable contract framework which will enable the parties to establish terms that are industry standard for the types of services being contemplated in the RFP. For the avoidance of doubt, if Offeror is selected by the Agency in connection with the services described in the RFP, Offeror shall work with the Agency to develop a contract ("Contract"), or other such agreement as mutually agreed upon by both parties. Offeror requests at this time that due to the inherent obligations to enforce Offeror's service license(s), that the Contract contain, at a minimum, the terms and conditions substantially similar as those in Exhibit A. If Offeror is selected by the Agency in connection with the RFP, at the Agency's request, Offeror undertakes to make good faith efforts to negotiate modifications in order to reach a fair agreement, satisfactory to both parties.

Exceptions to the RFP:

Section 3.4.3.5

Exception: Offeror requests that the definition of "Contract employees" be made more restrictive to only include those selected named Offeror's personnel working on the account for the Agency and that such personnel would have to give their consent before signing the non-disclosure agreement.

Section 3.6

Exception: Offeror requests that this section be removed in its entirety.

Section 4.4.6

Exception: Offeror requests that any provision in the above-indicated section that states to the effect that the Offeror, if chosen for award, shall comply with all terms and conditions stated in the RFP, Contract (ATTACHMENT A), and attachments thereto and, exceptions to the RFP, Contract, or attachments will result in rejection of the proposal, be deleted in its entirety.

SRA Response No. 1 The Agency respectfully declines all requests made in Question No. 1, (See RFP Sections 1.20 and 4.4.6)

Vendor Question No. 2 RFP Section 3.3 indicates the identification of deceased individuals will assist the Agency in providing payment to beneficiaries. Would the Agency like the vendor to provide locate information for first-degree relatives of deceased individuals? This information could help the Agency find beneficiaries to whom payments are owed.

SRA Response No. 2 No

Vendor Question No. 3. How does the Agency decide when a death certificate is required? Will the Agency be ordering death certificates for all individuals the vendor identifies as deceased?

SRA Response No. 3 See RFP Sections 3.4.1.6 and 3.4.2.6

Vendor Question No. 4 Section 3.4.1.3 indicates the most current data file (June 2009) contains 392,000 records, and that number may vary from month to month. How much of an estimated variation per month can the vendor expect during a five year contract?

SRA Response No. 4	From month to month there will be very little change. The estimated average for 5 years is 392,000 records.
Vendor Question No. 5	Based on the Agency's experience; can you estimate the number of individuals per month or per year who will be identified as deceased?
SRA Response No. 5	No
Vendor Question No. 6	Attachment E requests pricing per month, per year, and for five years. Would the Agency be willing to accept a different pricing model that provides a price per number of individuals that the vendor identifies as deceased?
SRA Response No. 6	No
Vendor Question No. 7	Please elaborate further on the type of information the Agency would like to receive on deceased individuals. Do you simply wish to know only if the individuals are deceased? Or would you like vendors to include reports with additional information that vendors have on deceased individuals, such as their addresses, dates of birth, dates of death, or how the information was received (e.g., by name, Social Security number, address, etc.)
SRA Response No. 7	No, just deceased as requested in RFP.
Vendor Question No. 8	Section 3.4.1.4 includes a "Picture" column in the Agency's format. Please elaborate on what type information this column includes.
SRA Response No. 8	The items listed in the "Picture" column are defined as fields: X = alpha numeric field, 9 = numeric only field
Vendor Question No. 9	A Fair Credit Reporting Act Permissible Purpose Certification form would need to be completed by the Agency in order to receive a National Death Match solution from the Offeror. Would the Agency agree to complete this form if the Offeror is chosen as the successful Vendor?
SRA Response No. 9	Yes
Vendor Question No. 10	Section 3.4.2.7 seems to require the vendor to provide the decedent's sex. Unable to provide this particular piece of information in our National Death Match service, we respectfully request the Agency make that requirement optional.
SRA Response No. 10	This information will be provided to the Vendor by the Agency.
Vendor Question No. 11	Is a contractor currently providing National Death Match services for the Agency?
SRA Response No. 11	Yes
Vendor Question No. 12	What is the name of the current vendor providing National Death Match services for the Agency?
SRA Response No. 12	The Berwyn Group.
Vendor Question No. 13	At what fee are the services being provided?
SRA Response No. 13	The current contract is a quarterly service: Flat fee of \$1500 per quarter and costs of In-State and Out-of-State Death Certificates are \$50.00 each.

Vendor Question No. 14	What proprietary and non-proprietary databases does the current vendor use to identify deceased members, former members and payees?
SRA Response No. 14	Unknown
Vendor Question No. 15	What methods does the contractor use to obtain Death Certificates within Maryland and outside of Maryland?
SRA Response No. 15	Unknown
Vendor Question No. 16	Over the past two years, what is the average monthly number of deceased members, former members, and payees reported by the contractor to the Agency?
SRA Response No. 16	This figure is unknown, the contract is currently a quarterly service.
Vendor Question No. 17	Is the Agency currently performing National Death Match services?
SRA Response No. 17	No
Vendor Question No. 18	Under what circumstances will the Agency request the contractor to obtain a death certificate?
SRA Response No. 18	See RFP Sections 3.4.1.6 and 3.4.2.6.
Vendor Question No. 19	Does the Agency currently have unrestricted access to Death Certificates issued within the State of Maryland?
SRA Response No. 19	No
Vendor Question No. 20	What data files will the Agency make available to the contractor?
SRA Response No. 20	See RFP Sections 3.4.1.4 and 3.4.2.7.
Vendor Question No. 21	Does the Agency permit the contractor to, when necessary, contact the deceased's next of kin in order to obtain a Death Certificate?
SRA Response No. 21	No, only Death Certificates from open states that can be obtained via third party.
Vendor Question No. 22	Does the physical location of the server affect the Contractor Requirements in 3.4.2.5? Specifically, if a Vendor host and manages their Websites, but their server may physically be located in a secured Data Center, not within their building and the Vendor contracts with another company to provide security and high availability.
SRA Response No. 22	No, the physical location has no bearing as long as the Contractor maintains, manages, and authorizes usage of Website.
Vendor Question No. 23	There is no MBE goal established. Will the Agency look favorably on an Offeror who uses MBEs?
SRA Response No. 23	There is no MBE goal. There is no sub-contracting permitted. An Offeror that plans to use a subcontractor(s) to provide any of the services covered under this RFP shall be deemed not responsible. (See RFP Section 1.19) Minority Business Enterprises (MBEs) are encouraged to respond to this solicitation as a prime Contractor. (See RFP Section 1.23)